

**HOW TO DO BUSINESS WITH
THE
STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

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INTRODUCTION

This manual is intended to acquaint vendors with the Louisiana Department of Transportation and Development's procurement process. Procurement is a major activity for the State, and the system is designed to ensure a fair and equitable treatment of all persons who participate in the procurement process. You are an important element in this process and your participation is crucial to the success of existing and new programs. We encourage you to visit our website often for any additional updates which may have been added.

This manual is provided as a general guideline to help you understand some of the processes. Nothing contained herein shall be construed to amend or override any Revised Statute, Louisiana Administrative Code, Executive Orders, rules, regulations, policy or procedures of the State of Louisiana, or the provision of any document used in any competitive procurement.

The Louisiana Department of Transportation and Development reserves the right to modify this manual without prior notice and without issuance of such notification. You are encouraged to visit our office. An appointment made in advance will enable productive utilization of time for both parties. Review the Procurement Staff to determine which Procurement Specialist or Procurement Manager handles the commodities or service you are interested in and contact them to set up an appointment. A list of Procurement Specialists and Procurement Managers, with telephone numbers, E-mail addresses and their commodities can be found on this website.

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act who wishes to attend a scheduled meeting or has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than seven days prior to the meeting or bid opening date of their need for special accommodations. If the request cannot be reasonably accommodated, the individual will be informed prior to the meeting or bid opening.

If we can be of any service to you, please do not hesitate to contact our office.

**TYPES OF COMMODITIES
PURCHASED BY THE
LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

Commodities purchased by the Louisiana DOTD Procurement Section fall into two categories, either exempt commodities or non-exempt commodities.

EXEMPT COMMODITIES

Exempt Commodities are defined in R.S. 39:1572 as materials and supplies that will become a component part of any road, highway, bridge or appurtenance thereto. These commodities are exempt from the Office of State Purchasing and the regulations of the Commissioner of Administration. Exempt Commodities are governed by the rules and regulations promulgated by the Secretary of the Department of Transportation and Development.

NON-EXEMPT COMMODITIES

Non-Exempt Commodities are defined as materials and supplies that will not become a component part of any road, highway, bridge or appurtenance thereto. These commodities are subject to the requirements of the Office of State Purchasing and the regulations of the Commissioner of Administration.

DELEGATION OF PURCHASING AUTHORITY

The Director of State Purchasing has delegated a \$20,000.00 purchasing authority to the Department of Transportation and Development covering non-exempt commodities.

The DOTD Procurement Section has an unlimited purchasing authority for exempt commodities.

DOTD RULES AND REGULATIONS

The Department of Transportation and Development Rules and Regulations are found on this website in their entirety. These rules and regulations will explain the DOTD procurement procedures.

The DOTD Rules and Regulations have been promulgated by the DOTD Secretary and are found in the Louisiana Administrative Code, Title 70:XXIII, Chapter 3 and were published in the Louisiana Register, Volume 29, No. 04, on April 20, 2003.

**STATUTES AND REGULATIONS GOVERNING PROCUREMENT
BY THE
LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

R.S. 39:196 – 200	Data Processing
R.S. 39:1551-1738	Louisiana Procurement Code
R.S. 39:1751- 1755	Telecommunications
R.S. 43	Printing
R.S. 48:204 – 208	Exempt Commodity Purchasing Procedures, Emergency Purchase Procedures, etc.
Louisiana Administrative Code (Title 34)	DOA Rules and Regulations
Louisiana Administrative Code (Title 34 Part VII)	Property Control
Louisiana Administrative Code (Title 70)	DOTD Rules and Regulations
Executive Order KBB 2004-30	Small Purchase Procedures
DOA PPM 51	Maintenance, Equipment & Service Contracts
DOTD PPM 38	Emergency Purchases
DOTD PPM 42	Acquisition of All Computer Related Technologies, Including Hardware & Software
DOTD PPM 54	Cellular Telephone Policy
EDSM.V.4.1.2	Use of Proprietary or Sole Source Products

VENDOR REGISTRATION

In order to be placed on the mailing list to receive bid notices from the Louisiana Department of Transportation and Development, print the Mailing List Application form from this website.

When filling out this form, you must use the DOTD Commodity Class Codes which are attached to the application form.

Return the front page of the form to the address listed on the application.

Upon receipt of this information, your firm will be placed on the mailing lists indicated on your application.

Changes to your original application must be made in writing. Telephone requests will not be accepted. You may update your vendor registration by letter or by completing a new application form and marking it as an update. This information may be submitted either by fax or through the postal service.

EQUAL OPPORTUNITY REQUIREMENT

The Department of Transportation and Development is an equal opportunity employer and looks to its contractors, subcontractors, vendors and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing a bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973, Section 202 of Executive Order 11246 as amended and the Americans with Disabilities Act of 1990. By signing a bid form, the bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances and regulations which affect his employees or prospective employees.

PROCUREMENT METHODS

The procurement methods are listed in the DOTD Rules and Regulations which can be found on this website.

For clarifications or more detailed explanations, please contact the DOTD Procurement Section at (225)379-1444.